



RPL Information

Adamattrin Pty Ltd as Trustee for Mesaric Family Trust T/A Forme Education

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[RTO No. 31744]



RPL Information

We recognise the importance of allowing students the opportunity to demonstrate skills, knowledge and experience they have already gained through years of working. Recognition can be demonstrated at any stage of your life and can provide a fantastic pathway into higher level studies.

The RPL process is easy and supported by your assessor from commencement to completion. You may not have all the skills necessary to demonstrate competency in every area of a particular qualification, but that's not a problem at all. Your assessor will partner with you to deliver what we call 'gap training'. You can complete gap training at your own pace and will substantially reduce the duration of your course.

Tips and Hints for Recognition

To have your skills formally recognised in the national system, assessors must ensure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

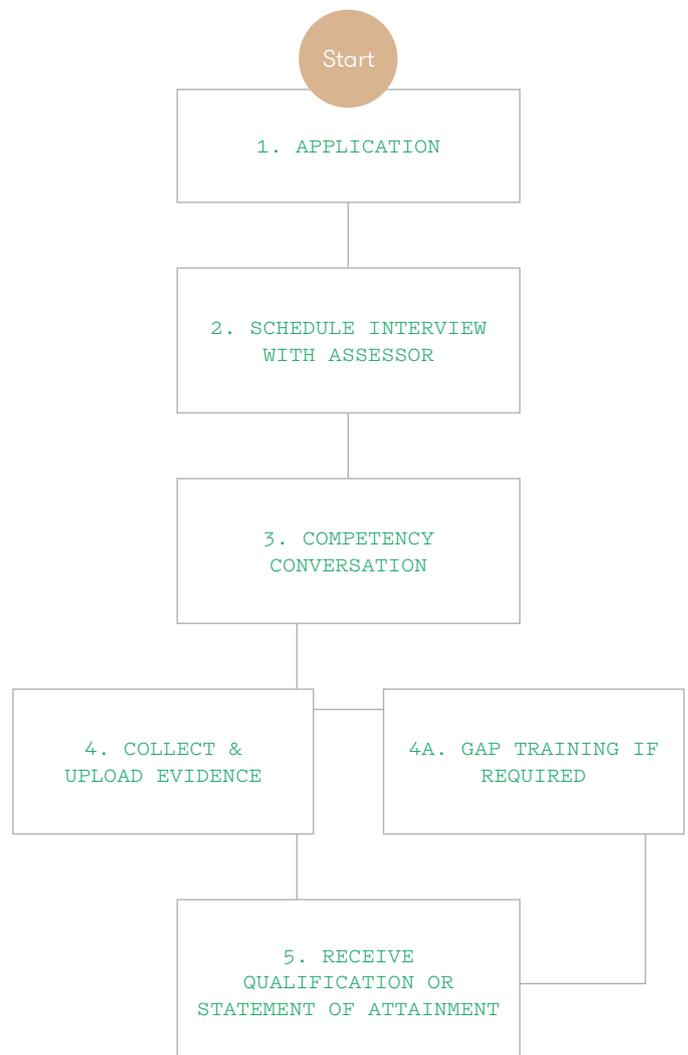
Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

- + Be prepared to talk about your role and any work history.
- + Jot down a few points about where you have worked, either paid or unpaid, voluntary roles and life skills relating to the Diploma and what you did there.
- + Have your position description available and any performance appraisals you have from your workplace.
- + Consider the possibilities for workplace contact. Are you in a workplace that is supporting you goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
- + Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.
- + Collect any certificates from in-house training or formal training you have done in the past.
- + You can speak with a Forme assessor about other ways you can show your skills for the Diploma. These could

be letters from employers, records of your professional development sessions, employers/clients in the industry or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

Steps in the RPL Process





Steps in the RPL Process

Step 1 – Application & Provide Information of Your Skills and Experience

Complete Application and provide as much information of your previous experience in your industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history, which could include, but is not limited to:

General employment document examples

- + CV, resume or work history
- + Position descriptions
- + Certificates/results of assessment/qualifications
- + Details of in house courses, workshops, seminars, orientation or induction sessions
- + References/letters from previous employers/supervisors

Workplace documents examples

(Please delete any personal details or commercial-in-confidence information)

- + Memo's, Letters, Invoices, Quotes (you have drafted)
- + Other documentation you have developed for the workplace or for your work
- + Training, professional development, in-service's, professional development registers or evidences

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

You will need to, where applicable, provide contact details of one or two work referees who can confirm your skills in the industry.

Step 2 – Book an Interview

When you have completed your online RPL application, you will be prompted to schedule an interview with your Assessor. This conversation is very open and supportive and provides your assessor with an opportunity to glean more information about the specific functions of your previous work experience and the types of evidence you may be able to provide.

Step 3 – Competency Conversation

Based on the information you provide in your application, your assessor will begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to

answer industry related questions to identify your current skills.

Step 4 – Collect Evidence

Following the conversation with your assessor, you will receive guidance as to what additional documents will need to be collected and submitted as evidence.

Step 4A – Practical Demonstration of Your Skills

In some cases there may be certain sections in which you are unfamiliar with in your conversation with your assessor or you are unable to give evidence of and further assessment is required. Your Assessor will highlight these areas and guide you if these are required to show evidence.

Step 5 – Documentation and Competency

Your assessor will then compile all evidence ensuring all elements of the unit's performance and knowledge has been addressed. Once your assessor is confident with the evidence the unit/s will be deemed competent. When you are deemed competent in all units, your qualification will be issued.

Examples of Workplace Documentation

Organisational Documents

- + Procedures/Policy
- + Workplace legislation
- + Organisational Chart (with names and/or positions)
- + Continuous improvement logs
- + Performance appraisals/reviews
- + WHS evidences e.g. reporting, meeting agenda/minutes, risk measures
- + Team projects (outlining your roles)
- + Customer feedback, notes, emails about your performance or service

Forms, Plans & Reports

- + Forms (you may have developed or use regularly)
- + Reports
- + Plans you have created

Awards & In-house Training

- + Training diary
- + Workplace awards, prizes, certificates
- + Evaluation forms

Evidence of Communication

- + Email Correspondence
- + References from peers customers